

NOTE TAKING GUIDE

For National Standards for Volunteer Involvement

Organisation Name:

Branch/Section:

Contact Person:

Phone Number:

Email:

Number of Volunteers:

Utilise this guide to list Standards of Volunteer Management you want to investigate in-depth, record questions based on what you learned, reflect on strengths and challenges and finally create and prioritise action steps. Once you are finished completing this guide, if you still have questions or need more support, contact the Centre for Volunteering at: membership@volunteering.com.

Here are some links to give you some background on the National Standards for Volunteer Involvement:

<https://www.volunteeringaustralia.org/resources/national-standards-and-supporting-material/#/>

<https://www.volunteeringaustralia.org/wp-content/uploads/National-Standards-Document-FINAL-3004.pdf>

Standard 1: Leadership and Management

Complete

Topics to Explore In-depth	
Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

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Anticipated Challenges for my Program	

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Standard 2: Commitment to Volunteer Involvement

Complete

Topics to Explore In-depth	
Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

Standard 3: Volunteer Rules

Complete

Topics to Explore In-depth	
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Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

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Standard 4: Recruitment and Selection

Complete

Topics to Explore In-depth	
Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

Standard 5: Support and Development

Complete

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Topics to Explore In-depth	
Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

Standard 6: Workplace Safety and Well-Being

Complete

Topics to Explore In-depth	
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Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

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Standard 7: Volunteer Recognition

Complete

Topics to Explore In-depth	
Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

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Standard 8: Quality Management and Continuous Improvement

Complete

Topics to Explore In-depth	
Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

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On reflection, how can you maintain your Program over time

Complete

Topics to Explore In-depth	
Questions about this Topic	
Anticipated Strengths for my Program	
Anticipated Challenges for my Program	

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Action Steps and Priorities

Complete

Thinking about the anticipated strengths and challenges for each standard, write down your top three action steps in order of priority.

Action Step 1	
Action Step 2	
Action Step 3	